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| Bulletin Number | 2574BR |
| Type of Recruitment | Open Competitive Job Opportunity |
| Department | Mental Health |
| Position Title | SENIOR MENTAL HEALTH COUNSELOR, R.N./NORTH COUNTY |
| Exam Number | 25280H |
| Filing Type | Open Continuous |
| Filing Start Date | 06/20/2011 |
| Filing End Time | 5:00 pm PST |
| Salary Type | Monthly |
| Salary Minimum | 6703.41 |
| Salary Maximum | 9765.60 |
| Special Salary Information | Persons employed in this position shall be compensated at a salary range commensurate with education and experience at the time of appointment. |
| Position/Program Information | Assists in the supervision of mental health nurse counseling staff; provides mental health counseling to patients; or provides mental health consultation and training to staff and to other departments and community agencies. |
| Essential Job Functions | <p>Oversight of all Nursing functions, including direct supervision and professional development of nursing staff and the administration and management of psychotropic medications.</p> <p>Triage and psychosocial assessment of mental health clients.</p> <p>Close collaboration with other clinical, case management and psychiatry staff for the delivery of mental health, targeted case management, and medication services.</p> <p>Provide crisis intervention services, including 5150 evaluations.</p> <p>Participate in program development and as part of the management team to continue to improve Urgent Care Center procedures and allow for improved services to consumers and the community.</p> |

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| Requirements | <p>SELECTION REQUIREMENTS:</p> <p>OPTION I: Three (3) years experience as a Mental Health Counselor, R. N.* in Los Angeles County. -OR-</p> <p>OPTION II: A Bachelor's degree** from an accredited*** college or university with a specialization in nursing including or supplemented by courses**** in psychiatric nursing and mental health counseling AND four years' full-time paid experience as a registered nurse providing mental health services in a mental health clinic or facility.</p> |
| Physical Class | Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved. |
| License(s) Required | A valid, active, and unrestricted license to practice as a Registered Nurse issued by the California Board of Registered Nursing. |
| Special Requirement Information | <p>*Employees must have held the payroll title as a Mental Health Counselor, RN for the required time in the service of the County of Los Angeles. NO OUT-OF-CLASS OR VERIFICATION OF EXPERIENCE LETTER WILL BE ACCEPTED.</p> <p>**A copy of your degree, official transcripts, or written statement from the university/college's Registrar's Office MUST BE SUBMITTED AT THE TIME OF FILING. Degree(s) or official transcripts must indicate the specialized field of study in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university or college Registrar's Office indicating the education specialty on the university/college's letterhead.</p> <p>****Official transcripts or certificates must also show completion of the required courses. Applicants are responsible to provide evidence of having completed the required courses.</p> <p>LICENSE REQUIREMENT: Copy of the Registered Nurse License issued by the California Board of Registered Nursing MUST BE SUBMITTED AT THE TIME OF FILING.</p> |
| Accreditation Information | <p>***Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services (NACES)</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u>.</p> |
| Examination Content | <p>This examination will consist of an evaluation of training and experience based on application information weighted 100%. CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE EXAMINATION TO BE PLACED ON THE ELIGIBLE REGISTER.</p> |
| Special Information | <p>Appointee may be required to work a 40-hour week between the hours of 8:00 a.m. and 10:00 p.m. on weekdays, and 9:00 a.m. to 5:30 p.m. on weekends. Various schedules are 5/40, 9/80, 4/40, or 12/80, including weekend hours. Partial coverage of weekend hours may be required.</p> |

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| | Past and present mental health clients and family members are encouraged to apply. |
| Vacancy Information | The resulting eligible register for this examination will be used to fill a vacancy in the Department of Mental Health, Olive View Mental Health Urgent Care Center, 14659 Olive View Drive , Sylmar, California 91342. |
| Eligibility Information | The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation on the eligible register. No person may compete for this examination more than once in a twelve (12) month period. |
| Available Shift | Any |
| Job Opportunity Information | Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility. |

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service

County of Los Angeles Information

are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing Information**APPLICATIONS MUST BE FILED ON-LINE ONLY.**

Application Instructions: The acceptance of your application depends on whether you have **clearly** shown that you meet the **REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

INSTRUCTIONS FOR FILING ONLINE

Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

Apply online by clicking on the link above or below this bulletin that

reads **Apply to Job.**

Note: If you are unable to attach required documents, you may fax them to (213)637-5892 or send by email as attachment to Exams@dmh.lacounty.gov within five (5) days of filing. Please include exam number and exam title on all documents.

This examination may be suspended or closed at any time without advance notice.

We must receive your application by 5:00 p.m., PST, on the last day of filing.

APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, EMAIL, FAX, NOR IN PERSON.

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| Department Contact Name | Gloria Lucio |
| Department Contact Phone | 213-738-2855 |
| Department Contact Email | blucio@dmh.lacounty.gov |
| ADA Coordinator Phone | 213-738-2823 |
| California Relay Services Phone | 800-735-2922 |

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